
AUTHORIZED FEDERAL SUPPLY SERVICE FOR
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES

Special Item No. 132-51 Information Technology Professional Services

Note: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

FPDS Code D301 IT Facility Operation and Maintenance
FPDS Code D302 IT Systems Development Services
FPDS Code D306 IT Systems Analysis Services
FPDS Code D307 Automated Information Systems Design and Integration Services
FPDS Code D308 Programming Services
FPDS Code D310 IT Backup and Security Services
FPDS Code D311 IT Data Conversion Services
FPDS Code D316 IT Network Management Services
FPDS Code D317 Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services
FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

Note 1:

All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

Note 2:

Offerors and Agencies are advised that the Group 70 Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

Note 3:

This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

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Reston, VA 20191
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Contract Number: GS-35F-0066J

Period Covered by Contract: 11/9/2013 – 11/6/2018

General Services Administration
Federal Supply Service Schedule 70

Pricelist current through Modification A-345, accepted 9/30/2013

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Acquisition Service's Home Page via the Internet at <http://www.fss.gsa.gov/>

General Services Administration
Federal Supply Service
Authorized IT Professional Services
Schedule Pricelist

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Information for Ordering Activities

Applicable to all Special Item Numbers

Special Notice to Agencies: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page (www.gsa.gov/fas) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. Geographic Scope of Contract

Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic Delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- ☐ The Geographic Scope of Contract will be domestic and overseas delivery.
- ☐ The Geographic Scope of Contract will be overseas delivery only.
- ☒ The Geographic Scope of Contract will be domestic delivery only.

2. Contractor's Ordering Address and Payment Information

The KEVRIC Company, Inc.
11480 Commerce Park Drive Reston, VA 20191-1506

Contractors must use the credit cards for payments equal to or less than the micro-purchase threshold for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552-232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by **ordering activities** to obtain technical and/or ordering assistance:

Main:	Tel: 703-871-8700	Fax: 703-871-8900
Contracts	Tel: 703 871-8839	Fax: 703-871-8909

Payment Activities

Main:	Tel: 703-871-8700	Fax: 703-871-8900
Accounting	Tel: 703-871-8827	Fax: 703-871-8911

3. Liability for Injury or Damage

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

4. Statistical Data for Government Ordering Office Completion of Standard Form 279

Block 9: G. Order/Modification Under Federal Schedule
Block 16: Data Universal Numbering System (DUNS): *17-5291061*
Block 30: Type of Contractor: *C. Large Business (NAICS Code 541511)*
Block 31: Women-Owned Small Business - *No*
Block 36: Contractor's Taxpayer Identification Number (TIN) - *52-1735314*
Block 40: Veteran Owned Small Business (VOSB): *No*
4a. CAGE Code OGS35
4b. Contractor has registered with the Central Contractor Registration Database
- System for Award Management "SAM".

5. FOB Point Destination

6. Delivery Schedule

- a. TIME OF DELIVERY. The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER DELIVERY TIME (Days ARO)

132-51

As agreed upon between contractor and agency

URGENT REQUIREMENTS: When the Federal Support Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers and accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. Discounts: Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: none
- b. Quantity – not applicable
- c. Dollar Volume – not applicable
- d. Government Educational Institutions are offered the same discount as all other Government customers.

8. Trade Agreements Act of 1979, as amended

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. Statement Concerning Availability of Export Packing

Export Packing is available upon request.

10. Small Requirements

The minimum dollar value of orders to be issued is **\$100**.

11. Maximum Order (All dollar amounts are exclusive of any discount for prompt payment.)

The Maximum Order value for the following Special Item Number (SIN) 132-51 Information Technology (IT) Professional Services is \$500,000.

12. Ordering Procedures for Federal Supply Schedule Contracts

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. Federal Information Technology/Telecommunications Standards Requirements

Ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering offices, shall be responded to promptly by the Contractor.

13.1 Federal Information Processing Standards Publications (FIPS PUBS)

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U. S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 Federal Telecommunication Standards (FED-STDS)

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal

Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202) 619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301) 975-2833.

14. Contractor Tasks / Special Requirements

- (a) **Security Clearances:** The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) **Travel:** The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in the performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) **Certifications, Licenses and Accreditations:** As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) **Insurance:** As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) **Personnel:** The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) **Organizational Conflicts of Interest:** Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) **Documentation/Standards:** The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) **Data/Deliverable Requirements:** Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

- (i) **Government-Furnished Property:** As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) **Availability of Funds:** Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) **Overtime:** For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

15. Contract Administration for Ordering Offices

Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (1) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4).

16. GSA Advantage!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.gsaadvantage.gov/>.

17. Purchase of Open Market Items

Note: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. Ordering Activities procuring open market items must follow FAR 8.402 (f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) – referred to as open market items – to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if** –

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. Contractor Commitments, Warranties and Representations

- a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:
 - (1) Time of delivery/installation quotations for individual orders;
 - (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.
- b. Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- c. The above is not intended to encompass items not currently covered by the GSA Schedule contract.
- d. The maintenance/repair service provided is the standard commercial terms and conditions for the type of products and/or services awarded.

19. Overseas Activities

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

No exceptions

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable Government regulations. Such ordering activity support will be provided on a reimbursable basis,

and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. Blanket Purchase Agreements (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

21. Contractor Team Arrangements

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. Installation, Deinstallation, Reinstallation

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

23. Section 508 Compliance

I certify that in accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794D), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), that all IT hardware/software/services are 508 compliant: Yes.

The offeror is required to submit with its offer a designated area on its website that outlines the Voluntary Product Accessibility Template (VPAT) or equivalent qualification, which ultimately becomes the Government Product Accessibility Template (GPAT). Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL):

<http://www.kevric.com/vpats.htm>.

The EIT standard can be found at: www.Section508.gov.

24. Prime Contractor Ordering From Federal Supply Schedules

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

- (b) The following statement:

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

25. Insurance – Work On A Government Installation (Jan 1997)(Far 52.228-5)

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

- (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
 - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

27. ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

Terms and Conditions Applicable to Information Technology (IT) Professional Services (Special Item Number 132 51)

1. Scope

- a. The prices, terms and conditions stated under Special Item Number 132 51 Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor s facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. Performance Incentives

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract in accordance with this clause.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. Order

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. Performance of Services

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. Stop-Work Order (Far 52.242-15) (Aug 1989)

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

- (1) Cancel the stop-work order; or
- (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. Inspection of Services

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. Responsibilities of the Contractor

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003) Rights in Data – General, may apply.

8. Responsibilities of the Ordering Activity

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Services.

9. Independent Contractor

All IT Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. Organizational Conflicts Of Interest

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. Invoices

The Contractor, upon completion of the work ordered, shall submit invoices for IT Services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. Payments

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract.

13. Resumes

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

14. Incidental Support Costs

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. Approval of Subcontracts

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. Description of IT Services and Pricing

KEVIC Pricing and Position Descriptions

KEVIC Pricing and Position Descriptions

LABOR RATES		11/9/2013 - 11/6/2014	11/7/2014- 11/6/2015	11/7/2015- 11/6/2016	11/7/2016- 11/6/2017	11/6/2017- 11/6/2018
Psn #	Labor Category	Client Site Rate	Client Site Rate	Client Site Rate	Client Site Rate	Client Site Rate
1	Sr. Project Manager	\$189.81	\$193.61	\$197.48	\$201.43	\$205.46
2	Project Manager	87.39	89.41	90.92	92.74	94.60
3	Computer Systems Analyst I	44.27	45.15	46.06	46.98	47.92
4	Computer Systems Analyst II	46.99	47.93	48.89	49.87	50.86
5	Computer Systems Analyst III	63.57	64.84	66.14	67.46	68.81
6	Computer Programmer I	37.58	38.33	39.10	39.88	40.68
7	Computer Programmer II	46.99	47.93	48.89	49.87	50.86
8	Computer Programmer III	54.34	55.43	56.54	57.67	58.82
9	Database Specialist II	37.58	38.33	39.10	39.88	40.68
10	Database Specialist III	63.08	64.34	65.63	66.94	68.28
11	Database Analyst	37.58	38.33	39.10	39.88	40.68
12	Subject Matter Expert I	54.75	55.85	56.97	58.11	59.27
13	Subject Matter Expert II	66.45	67.78	69.14	70.52	71.93
14	Subject Matter Expert III	77.77	79.33	80.92	82.53	84.19
15	User Relations Specialist	60.81	62.03	63.27	64.54	65.83
16	Network Administrator	44.22	45.11	46.01	46.93	47.87
17	Network Technician	32.21	32.86	33.52	34.19	34.87
18	Technical Information Specialist I	37.49	38.24	39.00	39.78	40.58
19	Technical Information Specialist II	42.53	43.38	44.25	45.13	46.04
20	Sr. Biomed Systems Scientist	126.41	128.94	131.52	134.15	136.83
21	Training Specialist	63.08	64.34	65.63	66.94	68.28
22	Computer Operator I	32.21	32.86	33.52	34.19	34.87
23	Computer Operator II	37.58	38.33	39.10	39.88	40.68
24	Documentation Specialist	39.54	40.34	41.14	41.96	42.80
25	Graphics Specialist	45.34	46.25	47.17	48.12	49.08
26	Help Desk Specialist	42.53	43.38	44.25	45.13	46.04
27	Quality Assurance Specialist	73.11	74.57	76.06	77.58	79.13
28	Technical Writer/Editor	53.36	54.43	55.51	56.62	57.76
29	Admin Asst I	28.85	29.43	30.02	30.62	31.23
30	Admin Asst III	38.50	39.27	40.06	40.86	41.68
31	Database Specialist IV	68.44	69.81	71.21	72.63	74.08
32	Database Specialist V	94.73	96.63	98.56	100.53	102.54
33	Senior Network Administrator	56.92	58.05	59.21	60.40	61.61
34	Subject Matter Expert IV	129.28	131.87	134.50	137.19	139.94
35	Subject Matter Expert V	153.80	156.87	160.01	163.21	166.48
36	Medical / Clinical Informatics Specialist III	78.78	80.36	81.96	83.60	85.27

POSITION 1

Senior Project Manager

Provides management and technical direction to program managers or other program or project personnel. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technical, administrative, and managerial problems. Ultimately responsible for project planning, execution, and performance. Serves as KEVRIC counterpart to Government Senior Project Manager. Demonstrates extensive subject matter expertise and communication skills to interface with all levels of management.

Plans, directs, coordinates, and controls technical and administrative activities for programs. Supervises program managers in accomplishing their assigned tasks. Reviews and maintains the quality of technical work performed on the program. Makes technical judgments and provides advice on resolving technical problems.

REQUIRED EXPERIENCE

Minimum five (5) years of experience in a related field including supervisory or management experience. Minimum three (3) years system-specific experience, including requirements definition, work planning, control of budget, schedule, and task execution, contract and subcontract management, and personnel management and supervision.

MINIMUM EDUCATION

B.S./B.A. or equivalent experience in a related field. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree.)

POSITION 2

Project Manager

Responsible for all aspects of project performance. Provides overall direction to all project level activities and personnel. Solves complex technical, administrative, and managerial problems and is responsible for interfacing with customer management and technical personnel, preparing reports, delivering presentations, and participating in meetings. Directs the completion of tasks within estimated time frames and budget constraints.

Plans, directs, coordinates, and controls technical and administrative activities for an entire program. Supervises staff in accomplishing assigned duties. Reviews and maintains the quality of technical work performed on the program. Makes technical judgments and provides advice on resolving technical problems.

REQUIRED EXPERIENCE

Minimum two (2) years of experience in a related field including supervisory or management experience. Minimum one (1) year system-specific experience, including requirements definition, work planning, control of budget, schedule, and task execution, contract and subcontract management, and personnel management and supervision.

MINIMUM EDUCATION

B.S./B.A. or equivalent experience in a related field. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

POSITION 3

Computer Systems Analyst I

Analyzes business or scientific problems for resolution through electronic data processing. Gathers information from users, defines work problems, and, if feasible, designs a system of computer programs and procedures to resolve the problems. Develops complete specifications or enable Computer Programmers to prepare required programs; analyzes subject-matter operations to be automated; specifies number and types of records, files, and documents to be used and outputs to be produced; prepares work diagrams and data flow charts; coordinates tests of the system and participates in trial runs of new and revised systems; and recommends computer equipment changes to obtain more effective operations. May also write computer programs.

Provides entry level systems development support using standard approaches and several phases of the required systems analysis where the nature of the system is predetermined. Uses established fact finding approaches, knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment.

REQUIRED EXPERIENCE

Minimum one (1) year of computer experience in assignments of a technical nature working under close supervision and direction and experience in analyzing and programming application on large-scale or mid-tier computers (or LAN-based) with experience in the design and programming of moderately complex ADP systems.

MINIMUM EDUCATION

B.A./B.S. degree or equivalent experience in a related field. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree.)

POSITION 4

Computer Systems Analyst II

Analyzes business or scientific problems for resolution through electronic data processing. Gathers information from users, defines work problems, and, if feasible, designs a system of computer programs and procedures to resolve the problems. Develops complete specifications or enable Computer Programmers to prepare required programs; analyzes subject-matter operations to be automated; specifies number and types of records, files, and documents to be used and outputs to be produced; prepares work diagrams and data flow charts; coordinates tests of the system and participates in trial runs of new and revised systems; and recommends computer equipment changes to obtain more effective operations. May also write computer programs.

Provides development services for relatively complex applications using standard approaches or less complex systems using new approaches. Works on a segment of a complex data processing scheme or broad system.

REQUIRED EXPERIENCE

Minimum three (3) years of computer experience in information systems design and management. Must demonstrate an ability to work independently or under general direction on requirements that are moderately complex to analyze, plan, program, and implement. Including two (2) years of experience in analysis and design of business application for complex large-scale or mid-tier computer systems, or LAN-based systems, including experience in DBMS, and use of programming languages. Knowledge of current storage and retrieval methods; one (1) year of systems analysis experience designing technical applications on computer systems; and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs.

MINIMUM EDUCATION

B.A./B.S. degree or equivalent experience in a related field. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree.)

POSITION 5

Computer Systems Analyst III

Provides high level expertise in developing complex software applications involving new technologies, methods, concepts or approaches. Provides supervisory, technical, and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules.

REQUIRED EXPERIENCE

Minimum four (4) years of computer experience working independently or under general direction on complex application problems involving all phases of systems analysis with three (3) years of experience in analysis and design of business applications for complex large-scale or mid-tier computer systems, or LAN-based systems, to include experience in database management systems (DBMS), and use of programming languages. Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs plus two (2) years of general experience supervising personnel performing software development tasks.

MINIMUM EDUCATION

M.A./M.S. degree or equivalent experience in related field. Eight (8) years of experience above a Bachelor's degree may be substituted for a Master's degree.

POSITION 6

Computer Programmer I

Provides entry level programming support using standard approaches. Assists higher level staff by performing elementary programming tasks which concern limited and simple data items and steps which closely follow patterns of previous work done in the organization. Performs routine programming assignments under close supervision. Able to revise existing programs to make refinements, increase operating efficiency or improve present techniques.

REQUIRED EXPERIENCE

Minimum six (6) months of experience in programming.

MINIMUM EDUCATION

A.A./A.S. degree in related field. Two (2) years experience is equivalent to one (1) year of education (i.e. four (4) years experience is equivalent to an Associate's degree.)

POSITION 7

Computer Programmer II

Provides programming services in developing relatively complex applications using standard approaches or less complex systems using new approaches. Performs routine programming assignments that do not require skilled background experience but do require knowledge of established programming procedures and data processing requirements. Maintains and modifies routine programs. Makes approved changes by amending program flow charts, developing detailed

processing logic, and coding changes. Tests and documents modifications and writes operator instructions.

REQUIRED EXPERIENCE

Minimum two (2) years of experience in programming.

MINIMUM EDUCATION

B.A./B.S. degree or equivalent experience in a related field. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree.)

POSITION 8

Computer Programmer III

Provides high level expertise in developing complex software applications involving new technologies, methods, concepts, or approaches. Applies expertise in programming procedures to complex programs; recommends the redesign of programs, investigates and analyzes feasibility and program requirements, and develops programming specifications. Analyzes specification developed by a Systems Analyst for such factors as type and extent of information to be processed, designs detailing logic flow diagrams and program code instructions. Recognizes probable interactions of other related programs with the assigned program(s) and is familiar with related system software and computer equipment. Solves conventional programming problems. May function as team leader.

REQUIRED EXPERIENCE

Minimum four (4) years of experience in programming plus two (2) years of supervisory experience.

MINIMUM EDUCATION

B.A./B.S. degree or equivalent experience in a related field. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree.)

POSITION 9

Database Specialist II

Communicates with management, technicians, and end-users to evaluate needs prior to development of an automated solution by preparing detailed reports which might include system requirements such as concurrent usage factors, data storage requirements, response rates, and discuss procedures for processing data through the use of database management systems (DBMS) including relational databases.

Devises database system solutions taking into account data information processing, and communications needs. Applies knowledge of fundamental relational database theory and specific product implementation to solve database needs.

Prepares justifications for selection of mainframes, minicomputers or microcomputers as the host for the proposed system. Knowledgeable of available equipment environment to determine technical approaches, and to formulate appropriate solutions. Familiar with data structures, data structure within a DBMS, as well as the methods for defining data relationships. Also evaluates database design tradeoffs, performance levels, and space allocation requirements. Engages in periodic contact with user personnel and may work with non-technical sources as necessary.

REQUIRED EXPERIENCE

Minimum two (2) years of software related duties including one (1) year of database specialization.

MINIMUM EDUCATION

B.A./B.S. degree or equivalent experience in a related field. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree.)

POSITION 10

Database Specialist III

Applies in-depth knowledge of relational database theory and specific product implementation to solve complex database needs. Defines file organization, indexing methods, and security procedures for specific user applications. Develops, implements, and maintains database back-up and recovery procedures for the processing environments. Exercises independent judgment and initiative in solving problems and performing technical tasks with a high degree of complexity. Engages in direct contact with user personnel and may work with non-technical sources as necessary.

REQUIRED EXPERIENCE

Minimum five (5) years in database management systems (DBMS) systems analysis and programming including three (3) years of experience in using current DBMS technologies, application design utilizing various database management systems and experience with DBMS internals.

MINIMUM EDUCATION

B.A./B.S. degree or equivalent experience in a related field. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree.)

POSITION 11

Database Analyst

Provides highly technical expertise and support in the use of Database management systems (DBMS). Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications. Develops, implements, and maintains database back-up and recovery procedures for the processing environments, and ensures that data integrity, security, and recoverability are built into the DBMS applications.

REQUIRED EXPERIENCE

Minimum two (2) years experience in using current DBMS technologies, application design utilizing various database management systems and experience with DBMS internals.

MINIMUM EDUCATION

B.S./B.A. or equivalent experience in a related field. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree.)

POSITION 12

Subject Matter Expert I

Develops requirements from a project's inception to conclusion in the subject matter area, for simple to moderately complex systems. Assists other senior consultants with analysis, evaluation and the preparation of recommendations for improvements, optimization, development, and/or maintenance efforts in the following specialties:

- Automation
- Communications Protocols
- Data Warehousing
- Electronic Mail (E-mail)
- Graphics Processing
- Information Systems Architecture
- Life-Cycle Management
- Modeling and Simulation
- Networking
- Risk Management/Electronic Analysis
- Software
- Software Development Methodologies
- Telecommunications

- Database Analysis/Development
- Client-Specific, System-Specific, or Mission-Critical Proficiencies

REQUIRED EXPERIENCE

Minimum two (2) years of subject matter experience.

MINIMUM EDUCATION

B.S./B.A. or equivalent experience in a related field. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

POSITION 13

Subject Matter Expert II

Defines the problems and analyzes and develops plans and requirements in the subject matter area for moderately complex to complex systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation in the following specialties:

- Automation
- Communications Protocols
- Data Warehousing
- Electronic Mail (E-mail)
- Graphics Processing
- Information Systems Architecture
- Life-Cycle Management
- Modeling and Simulation
- Networking
- Risk Management/Electronic Analysis
- Software
- Software Development Methodologies
- Telecommunications
- Database Analysis/Development
- Client-Specific, System-Specific, or Mission-Critical Proficiencies

REQUIRED EXPERIENCE

Minimum four (4) years experience in specified subject matter. Including two (2) years of combined new and related older technical experience in directly related to the required area of expertise.

MINIMUM EDUCATION

M.S./M.A. degree. Eight (8) of relevant experience above a Bachelor's degree may be substituted for a Master's degree.

POSITION 14

Subject Matter Expert III

Provides technical, managerial, and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex systems in the subject matter area. Makes recommendations and advises on organization-wide systems improvements, optimization or maintenance efforts, in the following specialties:

- Automation
- Communications Protocols
- Data Warehousing
- Electronic Mail (E-mail)
- Graphics Processing
- Information Systems Architecture
- Life-Cycle Management
- Modeling and Simulation
- Networking
- Risk Management/Electronic Analysis
- Software
- Software Development Methodologies
- Telecommunications
- Database Analysis/Development
- Client-Specific, System-Specific, or Mission-Critical Proficiencies

REQUIRED EXPERIENCE

Minimum six (6) years experience in subject matter area. Including three (3) years of combined new and related older technical experience in directly related to the required area of expertise.

MINIMUM EDUCATION

Ph.D. or M.A./M.S. degree. Eight (8) years of subject specific experience above a Master's degree may be substituted for a Ph.D.

POSITION 15

User Relations Specialist

Supports users of information systems by evaluating client concerns, researching moderately complex problems and questions, responding with answers or interventions, providing assistance, tracking calls, analyzing call data for trends and common system problems, and evaluating the quality of information systems through user support call data.

Communicates with clients and collaborators, nationally and internationally, to evaluate opportunities to apply information technology resources for data collection, communication, management, analysis, and information dissemination. Prepares and delivers sophisticated presentations to diverse audiences. Familiar with information systems strategic planning, implementation, distribution, and user support. Travel to user's sites to assist in the implementation or installation of client-developed or supplied information systems products and services as required.

REQUIRED EXPERIENCE

Minimum two (2) years experience in information technology or information systems. One (1) year additional experience working in a technical customer support environment.

MINIMUM EDUCATION

B.S./B.A. or equivalent experience in a related field. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

POSITION 16

Network Administrator

Provides system support in a PC/LAN/WAN computer platform environment. Plans and coordinates the installation and maintenance of system and vendor software packages, including operating system software. Also troubleshoots and resolves network problems. Proficient in industry standard software, hardware and operating systems (i.e. Windows NT, Novell, NetWare, bridge and router technology, IBM token ring protocol, and Intel based computer hardware) and also specific system administration utilities to assist in the general administration of the network.

REQUIRED EXPERIENCE

Minimum three (3) years system experience with two (2) years as a network administrator, preferably in both local and wide area networking. One (1) year experience supporting a broad base of application with good knowledge of company standard desktop application.

MINIMUM EDUCATION

A.A./A.S. degree in related field. Two (2) years experience is equivalent to one (1) year of education (i.e. four (4) years experience is equivalent to an Associate's degree.)

POSITION 17

Network Technician

Provides diagnosis and troubleshooting for network systems. Knowledge of TCP/IP, file server applications. Performs diagnostic analysis and identifies solutions to network problems. Performs and implements enhancements to network.

Assists with network installations and on site surveys. Aids in assessing and documenting current site network configurations. Prepares engineering plans and site installation technical design packages. Aids in preparation of installation schedules. Integral member of the network installation team. Assists in the preparation of drawings documenting configuration changes at each site. Prepares site installation and test reports. Coordinates post installation operations and maintenance support.

REQUIRED EXPERIENCE

Minimum two (2) years of network related experience, including in-depth knowledge of applications software and client configuration, day-to-day administration of the network, installation, updating and upgrading of the network and operations of network products. A minimum of two (2) years experience with Novell NetWare, Windows NT, Internet and/or SNMP. Knowledge of routing protocol, LAN bridges, cabling, and a variety of computer software.

MINIMUM EDUCATION

High School diploma, GED, or equivalent experience in a related field. Course work and training in college, trade school, vocational school, or military.

POSITION 18

Technical Information Specialist I

Performs work concerned with analyzing, summarizing, and coding the intellectual content of scientific, medical, technological, or other specialized information related to developing or maintaining scientific information systems, including acquisition, analysis of subject content of the documents acquired, indexing and preparation of abstracts or extracts. May develop thesauri, list of descriptions, subject heading lists, etc. Analyzes questions from users and performs literature searches; prepares replies in the form of documents, bibliographies, or specific answers to query. Directs, administers, or coordinates technical information services related to information systems. Conducts information

searches using online database sources. Work may also include special techniques, methods, and devices of a semi- or fully-automated documentation system.

REQUIRED EXPERIENCE

Minimum one (1) year experience in database software testing and electronic databases. Familiar with web-based search engines.

MINIMUM EDUCATION

B.S./B.A. or equivalent experience in a related field. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

POSITION 19

Technical Information Specialist II

Provides user services support for database access and submissions. Provides computer information search and retrieval for engineering and scientific technical staff. Able to answer e-mail and phone queries on all aspects of production and distribution. Capable of supervising and training other Information Specialists and support staff. Familiar with service desk procedures. Provides resource materials and literature searches for a wide variety of projects. Conducts research and production of bibliographies for clients and users. Responsible for deciding which sources to consult, how search strategies would be formulated, and for reviewing retrieved material for inclusion bibliographies. Produces final reports.

REQUIRED EXPERIENCE

Minimum two (2) years experience in web development, database software testing and electronic databases. Familiar with web-based search engines.

MINIMUM EDUCATION

M.L.S./M.A./M.S. degree. Six (6) years of relevant experience above a Bachelor's degree may be substituted for a Master's degree.

POSITION 20

Senior Biomedical Systems Scientist

Provides scientific database or thesaurus development in multi-disciplinary effort. Edits concepts from information sources in the fields of medicine, nursing, pharmacology, biology, chemistry, and related areas, and work with a complex computer system to refine the information therein.

Analyzes information requirements and evaluates system problems of flow, organization, and planning. Develops appropriate corrective action. Assists in development of systems in specialized, biomedical

environment involving evaluation, selection, information processing, communication, and networking. Participates at all levels of system analysis design and implementation. Engages in frequent contact with users and works with both scientific and technical sources. Provides technical and biomedical direction.

REQUIRED EXPERIENCE

Minimum one (1) year experience with informatics/online database systems and strong oral and written command of English and biomedical terminology.

MINIMUM EDUCATION

Ph.D. or M.D. degree or equivalent experience in related scientific/biomedical field. M.A./M.S. may be acceptable with eight (8) years of additional experience.

POSITION 21

Training Specialist

Provides technical training and documentation for various software applications in both a classroom environment and a one-on-one/small group setup.

As facilitator, provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects.

Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare all instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

REQUIRED EXPERIENCE

Minimum two (2) years of training experience with a fully functional knowledge of applicable industry standard software applications and if required subject matter expertise.

MINIMUM EDUCATION

B.S./B.A. or equivalent experience in a related field. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

POSITION 22

Computer Operator I

Monitors and operates the control console of either a mainframe digital computer or a group of minicomputers, in accordance with operating instructions, to process data. Work is characterized by the following duties: studies operating instructions to determine equipment setup needed; loads equipment with required items (tapes, cards, paper, etc.); switches necessary auxiliary equipment into system; starts and operates control console; diagnoses and corrects equipment malfunctions; reviews error messages and makes corrections during operation or refers problems; maintains operating record. May test run new or modified programs and assist in modifying systems or programs. Included within the scope of this definition are fully qualified computer operators, trainees working to become fully qualified operators, and lead operators providing technical assistance to lower level positions.

REQUIRED EXPERIENCE

Minimum three (3) months of general experience performing computer operator tasks.

MINIMUM EDUCATION

High School diploma, GED, or equivalent experience in a related field. Course work and training in college, trade school, vocational school, or military.

POSITION 23

Computer Operator II

Monitors and operates the control console of either a mainframe digital computer or a group of minicomputers, in accordance with operating instructions, to process data. Work is characterized by the following duties: studies operating instructions to determine equipment setup needed; loads equipment with required items (tapes, cards, paper, etc.); switches necessary auxiliary equipment into system; starts and operates control console; diagnoses and corrects equipment malfunctions; reviews error messages and makes corrections during operation or refers problems; maintains operating record. May test run new or modified programs and assist in modifying systems or programs. Included within the scope of this definition are fully qualified computer operators, trainees working to become fully qualified operators, and lead operators providing technical assistance to lower level positions.

Processes scheduled routines which present few difficult operating problems (e.g., infrequent or easily resolved error conditions). In response to computer output instructions or error conditions, applies standard operating or corrective procedure. Refers problems which do not respond to preplanned procedure. May serve as an assistant operator.

REQUIRED EXPERIENCE

Minimum two (2) years of general experience performing computer operator tasks.

MINIMUM EDUCATION

A.A./A.S. degree in related field. Two (2) years experience is equivalent to one (1) year of education (i.e. four (4) years experience is equivalent to an Associate's degree.)

POSITION 24

Documentation Specialist

Gathers, analyzes, or composes technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and nontechnical personnel. Uses the standard help compiler to prepare all on-line documentation, for applications built to run in a Windows environment.

REQUIRED EXPERIENCE

Minimum two (2) years of experience in technical writing and documentation experience pertaining to all aspects of ADP. Including two (2) years of experience in preparing technical documentation, which is to include researching for applicable standards.

MINIMUM EDUCATION

A.A./A.S. degree in related field. Two (2) years experience is equivalent to one (1) year of education (i.e. four (4) years experience is equivalent to an Associate's degree.)

POSITION 25

Graphics Specialist

Uses advanced desktop publishing, page layout, and/or typesetting software to design and develop high quality textual and graphic compositions to communicate complex technical information. Provides computer-based graphic art utilizing a variety of commercial-off-the-shelf software applications to edit and create original artwork and other documents such as certificates, publication, charts, posters, forms, labels, brochures, meeting and conference handouts, slides, posters, and other presentation aids and exhibits. Also maintains basic skills and working knowledge of web development programming tools, including HTML. Develops a system for scheduling and tracking requests for graphics/artwork to insure timely and efficient completion of all work products.

To provide graphical user interface design, offers specialized expertise in the design and layout of graphical user interfaces particularly screen layouts and functionality for client-server applications (e.g. Microsoft Windows presentation screens). Conducts studies, testing and evaluation of screen prototypes for functionality, ease of use, efficiency, and accuracy.

REQUIRED EXPERIENCE

Minimum two (2) years experience in graphic arts and design using computer-based applications.

MINIMUM EDUCATION

High School diploma, GED, or equivalent experience in a related field. Course work and training in college, trade school, vocational school, or military.

POSITION 26

Help Desk Specialist

Provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and other applications. May serve as the initial point of contact for troubleshooting network applications, and hardware/software PC and printer problems.

REQUIRED EXPERIENCE

Minimum two (2) years experience. Including one (1) year of experience includes knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and work on a help desk.. Demonstrated ability to communicate orally and in writing and a positive customer service attitude.

MINIMUM EDUCATION

A.A./A.S. degree in related field. Two (2) years experience is equivalent to one (1) year of education (i.e. four (4) years experience is equivalent to an Associate's degree.)

POSITION 27

Quality Assurance Specialist

Participates in formal and informal reviews to determine quality and in the development of software quality assurance (SQA) plans. Examines and evaluates the SQA process and recommends enhancements and modifications. Aids in the development of quality standards.

REQUIRED EXPERIENCE

Minimum four (4) years of experience working with quality control methods and tools. Two (2) years of experience in software testing and integration and a demonstrated knowledge of system and project life cycles.

MINIMUM EDUCATION

B.S./B.A. or equivalent experience in a related field. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree.)

POSITION 28

Technical Writer/Editor

Assists in collecting and organizing information for preparation of user manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents. Supports documentation activities such as technical writing, editing, proofreading, production of technical documents, on-line help, and other interactive documentation. Engages in frequent interdepartmental contact and acts as liaison between customers and technical staff. Provides technical writing for program and operational documentation. Provides documentation in presentation-ready quality output using advanced word processing or desk top publishing software.

REQUIRED EXPERIENCE

Minimum three (3) years of experience with one (1) year experience in writing/editing for publication. One (1) of the two (2) years must involve experience with technical or scientific information writing/editing.

MINIMUM EDUCATION

B.S./B.A. or equivalent experience in a related field. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

POSITION 29

Administrative Assistant I

Performs administrative assignments requiring the ability to follow directions and procedures. Proofreads for error and proper format. Other duties include reviewing materials to be typed, answering telephones, taking messages, and making copies. May also perform receptionist duties as required. May also provide aspects of meeting planning support (i.e. the production of confirmation letters; charts and tables; name badges, table tents, etc.).

REQUIRED EXPERIENCE

Minimum six (6) months experience with thorough knowledge of most commonly used word processing packages (i.e. WordPerfect and MS Word). B.A. with requisite word processing skills may be substituted for experience.

MINIMUM EDUCATION

High School diploma, GED, or equivalent experience in a related field.

POSITION 30

Administrative Assistant III

Responsible for the effective administration of the business operations for a office, department, or division. Assures that acceptable administrative services are provided to the client within budget, on schedule and with a minimum of disruption. Assist in the preparation of budgets. Carries out recurring office procedures independently. Reviews outgoing materials and correspondence for internal consistency and conformance with office procedures; assures that proper clearances have been obtained. Composes correspondence requiring some technical understanding. May assign and supervise the work of support personnel.

REQUIRED EXPERIENCE

Minimum five (5) years experience with thorough knowledge of most commonly used word processing packages (i.e. WordPerfect and MS Word) and with database and spreadsheet packages (i.e. Lotus 123 and MS Excel). B.A. and mastery of software can be substituted for two (2) years of experience.

MINIMUM EDUCATION

A.A./A.S. degree in related field. Two (2) years experience is equivalent to one (1) year of education (i.e. four (4) years experience is equivalent to an Associate's degree.)

POSITION 31

Database Specialist IV

Applies senior-level knowledge of relational database theory and specific product implementation to solve complex database needs. Defines file organization, indexing methods, and security procedures for specific user applications. Develops, implements, and maintains database back-up and recovery procedures for the processing environments. Exercises independent judgement and initiative in solving problems and performing technical tasks with a high degree of complexity. Engages in direct contact with user personnel and may work with non-technical sources as necessary.

REQUIRED EXPERIENCE

Minimum six (6) years in database management systems (DBMS) systems analysis and programming including three (3) years of experience in using current DBMS technologies, application design utilizing various database management systems and experience with DBMS internals.

MINIMUM EDUCATION

B.A./B.S. degree or equivalent experience in a related field. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree.)

POSITION 32

Database Specialist V

Applies broad high-level knowledge of relational database theory and specific product implementation to solve complex database needs. Defines file organization, indexing methods, and security procedures for specific user applications. Develops, implements, and maintains database back-up and recovery procedures for the processing environments. Exercises independent judgment and initiative in solving problems and performing technical tasks with a high degree of complexity. Engages in direct contact with user personnel and works with non- technical sources as necessary.

REQUIRED EXPERIENCE

Minimum seven (7) years in database management systems (DBMS) systems analysis and programming including four (4) years of experience in using current DBMS technologies, application design utilizing various database management systems and experience with DBMS internals.

MINIMUM EDUCATION

M.A/M.S degree or equivalent experience in a related field. Eight (8) years of experience above a Bachelor's degree may be substituted for a Master's degree. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree.)

POSITION 33

Senior Network Administrator

Provides high-level system support in a PC/LAN/WAN computer platform environment. Plans and coordinates the installation and maintenance of system and vendor software packages, including operating system software. Independently troubleshoots and resolves network problems. Proficient in industry standard software, hardware and operating systems (i.e. Windows NT, Novell, NetWare, bridge and router technology, IBM token ring protocol, and Intel based computer hardware) and also specific system administration utilities to assist in the general administration of the network. May supervise other network administrators.

REQUIRED EXPERIENCE

Minimum three (4) years system experience with two (3) years as a network administrator, preferably in both local and wide area networking. One (1) year experience supporting a broad base of application with good knowledge of company standard desktop application.

MINIMUM EDUCATION

B.A./B.S. degree or equivalent experience in a related field. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree.)

POSITION 34

Subject Matter Expert IV

Provides technical, managerial, and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex systems in the subject matter area. Makes recommendations and advises on organization-wide systems improvements, optimization or maintenance efforts, in the following specialties:

- Automation
- Communications Protocols
- Data Warehousing
- Electronic Mail (E-mail)
- Graphics Processing
- Information Systems Architecture
- Life-Cycle Management
- Modeling and Simulation
- Networking
- Risk Management/Electronic Analysis
- Software
- Software Development Methodologies
- Database Analysis/Development
- Client-Specific, System-Specific, or Mission-Critical Proficiencies

REQUIRED EXPERIENCE

Minimum six (6) years experience in specified subject matter. Including three (3) years of combined new and related older technical experience in directly related to the required area of expertise.

MINIMUM EDUCATION

Ph.D., M.D. or other comparable professional degree. No equivalencies.

POSITION 35

Subject Matter Expert V

Provides technical, managerial, and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex systems in the subject matter area. Makes recommendations and advises on organization-wide systems improvements, optimization or maintenance efforts, in the following specialties:

- Automation
- Communications Protocols
- Data Warehousing
- Electronic Mail (E-mail)
- Graphics Processing
- Information Systems Architecture
- Life-Cycle Management
- Modeling and Simulation
- Networking
- Risk Management/Electronic Analysis
- Software
- Software Development Methodologies
- Database Analysis/Development
- Client-Specific, System-Specific, or Mission-Critical Proficiencies

REQUIRED EXPERIENCE

Minimum eight (8) years experience in subject matter area. Including four (4) years of combined new and related older technical experience in directly related to the required area of expertise.

MINIMUM EDUCATION

Ph.D., M.D. or other comparable professional degree. No equivalencies.

POSITION 36

Medical/Clinical Informatics Specialist III

Provides data identification and data analysis of medical/clinical terminology in various general medical/clinical subject areas. Enters data into pre structured vocabulary data bases in such a way as to ensure the that the data has been entered into medically/clinically appropriate locations within the data hierarchy upon which the data base is structured.

REQUIRED EXPERIENCE

Five (5) years of clinical or research experience. Experience in data base utilization and Internet searching techniques. Two (2) years of experience in medical/clinical informatics or related area.

MINIMUM EDUCATION

M.S./M.A degree in Nursing, Pharmacology or other health related field or B.S./B.A in health related field with MS in Information Science or related field. Eight (8) years of relevant experience above a Bachelor's degree may be substituted for a Master's degree.

USA Commitment to Promote Small Business Participation Procurement Programs

1. Preamble

KEVRIC provides commercial products and services to the Federal Government. We are committed to promoting participation of small, small disadvantaged, and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

2. Commitment

To actively seek and partner with small businesses.

To identify, qualify, mentor, and develop small, small disadvantaged, and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged, and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged, and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact Gail Crichlow, Direct – (703) 871-8839; Fax – (703) 873-8911; e-mail gcrichlow@kevr.com.

Blanket Purchase Agreement

Best Value Blanket Purchase Agreement Federal Supply Schedule

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and KEVRIC enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract GS-35F-0066J.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitation and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

Ordering Activity

Date

The KEVRIC Company, Inc.

Date

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

- (1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

- (2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

- (3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

- (4) This BPA does not obligate any funds.

- (5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

- (6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

Basic Guidelines for Using “Contractor Team Arrangements”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or—
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.

